

**BY ORDER OF THE COMMANDER,
354TH FIGHTER WING (PACAF)**



AFMAN 23-110, VOL 2, PART 13

**354TH FIGHTER WING
Supplement 1**

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Supply

**STANDARD BASE SUPPLY CUSTOMER
PROCEDURES**

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This publication implements AFD 23-1, *Requirements and Stockage of Material*. The purpose is to clarify base supply customer procedures at Eielson. This publication applies to all units assigned or attached to the 354th Fighter Wing. Paragraph **1.19**, also applies to those 168th Air Refueling Wing, Air National Guard Units who obtain supplies from the Hazardous Materials Pharmacy. This supplement does not apply to US Air Force Reserve units and members.

All chapters from this part are supplemented in this publication. The first number of every paragraph indicates the chapter it references.

SUMMARY OF REVISIONS

This is a new publication and must be completely reviewed.

AFMAN 23-110, Volume 2, Part 13, 1 April 2002 is supplemented as follows:

1.3.5.2.1. (Added) Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 23, 354th Fighter Wing Supplement 1 for more information about Retail Sales. Eielson has waived the requirement to operate a Retail Sales operation due to contracting out this function. You may contact the Base Customer Service Center at 377-1169 if you have any questions regarding this issue.

1.10.1.1. (Added) Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 23, 354th Fighter Wing Supplement 1 for more information about Base Automated Service Store. Eielson has waived the requirement to operate a Base Automated Service Store operation due to contracting out this function. You may contact the Base Customer Service Center at 377-1169 if you have any questions regarding this issue.

1.10.3.1. Submit all requests for appointments or changes by letter or form directly to the Base Customer Service Center (LGSPC).

1.10.4.2. Change Document Control's office symbol to LGSPM. Use this office symbol in returning the revalidated list of personnel authorized receipt for classified property.

1.10.5.1.1. (Added) Customers will contact the Base Customer Service Center (LGSPC) to obtain assistance initiating procedures for Defense Reutilization and Marketing Service withdrawals as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 9.

1.14. Follow procedures administered under the Government Purchase Card program for local purchase. See AFI 64-117 for more information.

1.19. Once it is determined that the customer has chosen to refuse an issue (ISU) or due-out release (DOR), the customer will write the reason for the refusal and sign their name and duty phone number on a separate piece of paper if it is a Standard Asset Tracking System (SATS) document. This piece of paper will be sent with the property back to the Inspection section in Base Supply via the delivery driver. If it is a DD Form 1348-1A, the reason for refusal will be written on the document itself. It is suggested that the customer inspect the item upon delivery before they sign the DD Form 1348-1A or render their SATS card to the driver to electronically sign for the ISU or DOR.

3.2.2.1. For supplies, issue requests will be submitted to the Base Customer Service Center, 377-1169. For units operating under PACAFI 23-203, submit your requests to your respective Combat Orientated Supply Organization supply liaison. After 1700 hours, organizations not operating under PACAFI 23-203 will submit their issue requests to Storage and Issue, 377-1298.

3.2.2.2. For replenishment bench stock fills, Base Customer Service Center, 377-1169.

3.2.2.3. For issues of supply point items, Flight Service Center, 377-1200. Units with Standard Base Supply System (SBSS) capability and also monitoring a supply point may process issues from their own supply point.

3.2.2.4. For equipment items, the Equipment Liaison representative in the Base Customer Service Center will process issue requests, 377-2145.

3.2.2.5. Paragraph **3.2.2.1.** also applies to off base organizations due to the Retail Sales operation being contracted out.

3.4.9.1. (Added) Initial issue request letters are only required for those Due In From Maintenance items containing an "alpha" budget code. Numeric budget coded items are unit funded and do not require review by the Combat Operations Support Officer.

3.4.18. Local purchase is not authorized due to the activation of the Government Purchase Card program. See AFI 64-117 for more information.

3.5. Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 23, 354th Fighter Wing Supplement 1 for more information about Retail Sales and Base Automated Service Store. Eielson has waived the requirement to operate a Retail Sales and Base Automated Service Store operation due to contracting out this function. You may contact the Base Customer Service Center at 377-1169 if you have any questions regarding this issue.

3.7.1. The national stock number for red/green indicators is 7690-01-417-1782 and is available through the Standard Base Supply System. The Chief of Supply accepts the option for the unit bench stock monitor to input routine bench stock replenishment requests over a remote terminal as soon as the 50-percent or below level is reached. The weekly walk through inventory is at the customer's option.

3.7.2. The Bench Stock Support section in the Base Customer Service Center (BCSC) waives the weekly walk-through requirement. Binning property, conducting monthly inventories, reordering items below the 50-percent authorization, labeling all bins, turning in all excess and deleted stocks, and making maximum use of containers is the customer's responsibility. Bench stock monitors can process replenishment

requests through Core Automated Maintenance System, Standard Base Supply System, or they can fax or phone the BCSC and identify the bin numbers needing replenished. If requests are faxed to BCSC, they will be submitted on an AF Form 465. At a minimum, the organization and shop code, detail number series annotated and a point of contact will be listed on the form.

3.7.4. Urgent bench stock requirements can be submitted to the Base Customer Service Center by phone, fax, or E-Mail. For units with Standard Base Supply System (SBSS) or Core Automated Maintenance (CAMS) access, submit your request on the “#082” screen for SBSS or the “#120” screen for CAMS.

3.7.5.1. (Added) BCSC is the point of contact for all matters concerning bench stock adjusted stock levels.

3.9. BCSC is the point of contact for all matters concerning bench stock review procedures.

3.10.1. Supply points are set up in coordination with the Flight Service Center in the Combat Operations Support Flight. Expendable items (Expendability, Reparability, Recoverability, Cost Designator “XB3”) desired on supply points must and will be approved by the Combat Operations Support Officer.

3.14. Local purchase items will be procured through the Government Purchase Card program. Use the guidelines outlined in AFI 64-117.

3.16.1. Customers will contact the Base Customer Service Center (LGSPC) to obtain assistance initiating procedures for Defense Reutilization and Marketing Service withdrawals as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 9.

3.17. Follow the requirements under the Government Purchase Card program to obtain janitorial supplies. The Base Service Store has been contracted out.

3.19.2. Adjusted stock level requests; reviews and validations are controlled by the Base Customer Service Center.

3.20. Special Purpose Recoverables Authorized Maintenance program is managed by the Flight Service Center in the Combat Operations Support Flight.

3.21.1. (Added) For delivery and turn-ins, customers will have an adequate number of personnel to move large, bulky, or heavy items from the delivery destination to the use point. The pickup and delivery operator may assist the customer depending on the workload. Vehicle Operations will assist the customer with offloading and forklift operation for large, bulky, or heavy items, however, operators ARE NOT responsible for unpacking or uncrating property they deliver (such as, desks, chairs, credenzas, etc.)

3.23. Local purchase of hazardous material will be performed using the Government Purchase Card after coordinating with the HAZMART pharmacy and is approved by Bioenvironmental Engineering in the Medical Group. Refer to 354 FWI 32-7005 for more information.

4.3. In accordance with AFI 24-301, the Vehicle Operations Flight in Transportation assumes all pick-up and delivery operations previously performed by the Pick-Up and Delivery element. The Flight Service Center will pick up repair cycle items.

4.4.2.4. See paragraph 4.3. of this supplement.

4.4.2.6. The Maintenance Group Commander has determined Base Supply/Transportation will assist scrap metal generators in the movement of large scrap items to the Defense Reutilization and Marketing Service. When practical, customers should turn their scrap metal over to the Resource, Recovery, and Recycling Program. See AFMAN 23-110, Volume 2, Part 2, Chapter 13, Paragraph 13.22.2.2 and 13.23.1.2., 354 FW Sup 1, for more information.

4.7.1. Follow the hazardous waste disposal procedures outlined in the Eielson AFB Hazardous Material and Waste Management Plan and in 354th Fighter Wing Instruction 32-7005. Contact the Civil Engineering Environmental Flight to obtain the Hazardous Material and Waste Management Plan. The Standard Base Supply System is not used to track hazardous waste turn-in's.

Table 4A1.1. (Document Number, NOTE).

The Chief of Supply has appointed the Base Customer Service Center (BCSC) to provide document numbers for customers who decide to turn items in directly to the Defense Reutilization and Marketing Service.

5.4. Contact the BCSC for assistance with updating a due-out document number.

5.5.1.1.1. (Added) The priority monitor report (D18) is available on the Pacific Air Forces Regional Supply Squadron (PACAF RSS) web page, <https://www.hgpacaf.af.mil/rss/RPS/calendars/CAL5004.asp>. From this point, select the date of the report. Scroll down until you see the report you need.

5.5.1.2.1. (Added) Organizations will submit their copy of the D18 to the Base Customer Service Center only if due-outs are no longer required. Also, due-out cancellations requests may be submitted by E-Mail, letter or telephone to the BCSC.

5.5.2.1.1. (Added) The Due-out Validation List (M30) and Base Civil Engineer Due-out Status Listing (M09) are available on the PACAF RSS web page, <https://www.hgpacaf.af.mil/rss/RPS/calendars/CAL5004.asp>. Return the listings to the BCSC only if changes are required.

5.5.2.3.1. (Added) Problems with due-out listings should be identified to Base Customer Service Center (BCSC) personnel to be resolved.

5.6.5.1. (Added) Due-out cancellation requests can be submitted to the BCSC. The BCSC or PACAF RSS Stock Control can also process due-out cancellations if it is determined that an item cannot be supplied.

5.8. A follow-up to PACAF RSS Stock Control on firm due-outs is made when information is needed for requirements creating emergency situations, to answer correspondence to higher echelons of command, or to prepare reports. Requests for follow-up will be submitted through the BCSC. PACAF RSS Stock Control determines the status, including depot action on the item, follow-up as necessary, and replies to the requesting activity (usually through the BCSC).

5.9.1. (Added) Submit Supply Difficulty Reports to the BCSC for processing action.

6.4. Due-In From Maintenance (DIFM) assets are returned to Base Supply through the Flight Service Center. Since the implementation of the Standard Asset Tracking System (SATS), there are no longer copies of documents to turn in with DIFM assets. Ensure SATS labels remain with the container in which they are delivered. Customers should implement the use of a turn in log to document the turn over of DIFM assets to the Flight Service Center. If SATS is not operational, one of the DD Forms 1348-1A issued with the property will be used to turn in with the property. The Flight Service Center will sign a log or a different copy to verify the turn over of the asset back to supply

6.5.2.1. (Added) The repair cycle management list (D23) is available for download at <https://www.hgpacaf.af.mil/rss/RPS/calendars/CAL5004.asp>. This list is no longer forwarded to each shop. Contact the Flight Service Center at 377-1200 if further assistance is required in downloading this listing.

6A2.2. Maintenance Action Taken Codes. Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 13 for the most current list of maintenance action taken codes.

6A2.3. Supply Action Taken Codes. Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 13 for the most current supply action taken codes.

8.12.1.2.1. (Added) Date Eligible for Return from Overseas (DEROS) will be used instead of manpower personnel assignment document function code.

8.30.4.1. (Added) After the completion of the inventory, provide an annotated copy of the weapons inventory listing to Asset Management (354 SUPS/LGSPM). The listing can be returned to the BCSC or delivered through the Base Information Transfer System (BITS).

8.70. Eielson elects to take the option for BCSC to submit the AF Form 2011 for the R15 (Organization Visibility List).

8.70.1. (Added) This list is processed on an as required basis. Contact BCSC to have this product requested.

9.4.4.2. When a custodian or Base Supply determines it is necessary to perform an inventory but at least annually, the Special Purpose Recoverables Authorized Maintenance (SPRAM) report list (R25) will be requested from, or furnished by, the Flight Service Center (FSC).

9.4.4.4. Verifies the R25 received from the FSC to ensure data is complete and accurate. Signs and returns the R25 to the FSC within 15 workdays from the production date on the R25 (off-base organizations are allowed 30 workdays).

9.4.4.5. Change EMS to FSC.

9.4.4.7.1. (Added) Custodians should request a SPRAM report list (R25) from the FSC at least 45 days prior to Permanent Change of Station, Permanent Change of Assignment, separation, or retirement. Custodians will be denied the Chief of Supply clearance letter if the custody account has not been properly transferred to a new custodian.

9.4.4.13. Provides FSC a listing of all SPRAM assets to be deployed or transferred.

9.5. Issue And Turn-In of SPRAM Assets. Only designated SPRAM custodians or alternate custodians are authorized to request issue/turn-in of SPRAM assets. Requests for replacement issue or turn-in are submitted on AF Form 2005 to the FSC. SPRAM custodians may submit an issue/turn-in request by telephone.

9.6. Deployment or Transfer of SPRAM Assets. When it is necessary to deploy or transfer SPRAM assets, the SPRAM custodian must provide the FSC a listing of all items to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action should remain on-order or be cancelled.

9.7.5.1. (Added) Coordinate with the FSC to process turn-ins and shipments to the gaining location, if required. Maintain copies of turn-ins and shipment documentation until an updated R25 is approved and filed.

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Commander